

POLICE MAJOR

GRADE: PO10

STEP PROGRESSION: 1-16

FLSA: EXEMPT

CHARACTERISTICS OF CLASS:

The Police Major performs difficult professional and administrative work providing assistance to the Chief of Police in the administration of the Police Department. Incumbent must be versatile, and highly motivated. The work can be dangerous with moderate physical demands the position mandates a high degree of job motivation and initiative and requires a managerial approach with others involving difficult negotiations to obtain desired results. Position is subject to functional policies and goals under the managerial direction of the Chief of Police.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Assigns, directs, and supervises police personnel.
- Responsible for the day to day operation of either the Field Services Bureau or Special Operations Bureau of the police department or any other supervisory duties as assigned by the Chief of Police.
- Responsible for ensuring that appropriate staffing levels are maintained and daily assignments are made and completed.
- Responsible for the department coordination and recording of assignments that are given to patrol teams as well and the other units within the police department. These assignments may come from a variety of sources such as other officers, citizens, city employees, Mayor and Council.

- Plays an active role in several communities throughout the City. Acts as liaison to neighborhoods and regularly attends Civic Association meetings.
- Receives and deals with a myriad of requests from the general public, city employees and other allied law enforcement agencies. These types of requests can range from calls for assistance in joint ventures, to petty nuisance complaints.
- Develops and maintains cooperation with Federal, State, County and local law enforcement agencies and with City residents, departments and officials.
- Attends meetings held throughout the City and deals with any issues raised.
- Participates in the planning and execution of several special events held during the year. Develops and maintains a good working relationship with other City departments.
- Evaluates personnel performance.
- Receives and takes action on complaints from citizens and other parties.
- Directs and/or conducts investigations as required.
- Takes or recommends appropriate disciplinary action in accordance with the Law Enforcement Officer's Bill of Rights, City Personnel Policy and Procedure and departmental general orders.
- Serves as liaison between the Montgomery County Police Department's Record Division for the purposes of report writing issues.
- Serves as liaison for the District Court and Circuit Court regarding officer's attendance and absence issues.
- Responsible for the oversight of either Field Services Bureau or Special Operations Bureau budget with responsibility for Bureau Budget preparation
- Monitors and recommends training requests from Field Services Division personnel to ensure that the training meets the needs of the department, the employee and is within the department's budget.
- Approves requests for purchases made by assigned Bureau officers from their yearly clothing allotment.
- Reviews existing policies and procedures and recommends changes as necessary to ensure clarity and compliance with changes in the law and standard police practices.
- Assists the Department's Accreditation Manager whenever requested.
- Responds to calls for service as needed and ensures that the laws of the City of Rockville and the State of Maryland are upheld and that law and order is maintained within the boundaries of the City of Rockville and the rights of its citizens are protected.
- Participates in required senior Police staff discussions, which establish and update major Police Department policies and procedures.
- Responsible for reviewing all daily reports and enforcement completed by Assigned Bureau Personnel. If errors are made or information is missing, ensures this information is obtained and errors are corrected.
- Reviews time and attendance records. Approves leave or schedules changes as requested.
- Assists in ensuring police vehicles are properly maintained, inspected and reports are submitted to the Chief of Police when required.

- Monitors and directs the background investigations for prospective police officers and is involved in the final interview/selection process.
- Maintains liaison with academy staff when the department has an officer(s) attending a full or comparative compliance academy.
- Completes performance evaluations for direct reports.
- The Police Major can be designated as the second in command of the police department and when assigned, acts on behalf of the Chief of Police during his absence.
- Performs other duties as required.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience equivalent to a Bachelor's degree in the field of criminal justice, law enforcement, public or business administration or a related field. Not less than five (5) years experience in an organized police department, with three (3) years at the rank of Police Lieutenant. No criminal conviction history. Possession of an appropriate driver's license valid in the State of Maryland. Must possess a good driving record. Must be able to pass a thorough background investigation. Must meet and maintain the ability to meet established physical fitness requirements. Must be a United States citizen.

Preferred Knowledge, Skills and Abilities:

- Comprehensive knowledge of current principles of police management and organization.
- Comprehensive knowledge of State penal code, motor vehicle law, City ordinances, and department regulations.
- Comprehensive knowledge of the geographical layout of the City.
- Working knowledge of police budgeting and planning procedures.
- Demonstrated ability to supervise, direct and control police activities.
- Must have a record of competent leadership ability.
- Ability to communicate effectively both orally and in writing.
- Ability to effectively allocate time and resources to ensure all duties and responsibilities are fulfilled.
- Ability to maintain a good working relationship with other department employees, other public agencies, and the general public.